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Office of the Comptroller, Planning and Budget Branch
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No.UHF/Bud/2-36/Vol-VIII/2022/-/0320-60

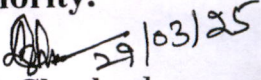
Dated: Nauni the; 29/03/2025

OFFICE ORDER

As the financial year 2024-25 is scheduled to close on 31st March 2025, all concerned functionaries of the university are hereby directed to ensure timely clearance of all financial transactions before the closure of financial year. It is pertinent to note that 30th March 2025 (Sunday) and 31st March 2026 (Gazetted Holiday) fall on non-working days; however, all banks shall remain operational on these dates. In this regard, all university functionaries dealing with financial transactions must remain available in their respective offices on 30th and 31st March 2025 to ensure smooth processing of financial matters. Necessary approvals and financial clearances must be obtained from the competent authorities before the financial year ends. All bills and cases requiring financial clearance must be submitted to the concerned authorities well in advance for prompt approval. Therefore, Heads of Departments/Out station must ensure that all pending payments & other financial commitments, are processed before 31st March, 2025.

The concerned functionaries must coordinate with the University's Budget/Accounts Section to ensure timely submission of bills and fund disbursements. All officers and staff are requested to comply with the above instructions to facilitate the smooth closure of financial year 2024-25. Non-compliance may result in financial liabilities carrying forward to the next financial year, which should be avoided.

This issue is prior approval of the competent authority.

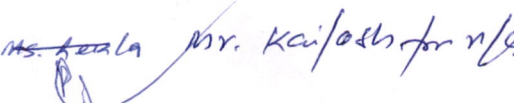

[D.S. Chauhan]
HPF&AS
Comptroller

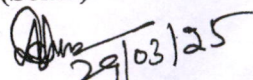
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Dated: Nauni the; 29/03/2025

Copy is forwarded to the following for information and taking further necessary action to :-

1. All the Statutory Officers, UHF, Nauni (Solan).
2. The Dean, CoH&F, Neri/Thunag.
3. All the Professor & Heads, UHF, Nauni (Solan).
4. All the ADRs, RHR&TS and KVK, UHF, Nauni (Solan).
5. The Professor Incharge, CIC, UHF, Nauni-Solan with the request to upload the same on official website of the University for wide publicity.
6. The Deputy Controller (Audit), UHF, Nauni (Solan). He is requested to pre-audit and clear all bills up to 31st March, 2025 to ensure that funds are fully utilized within the current financial year.
7. The Secretary to the Vice-Chancellor, UHF, Nauni (Solan).
8. The Section Officer, Pension Cell/IIW/Pay Cell/Accounts, UHF, Nauni (Solan).


Mr. Kailash for n/s


29/03/25
Comptroller